

## CAREWare - MMP Participant Report Guide

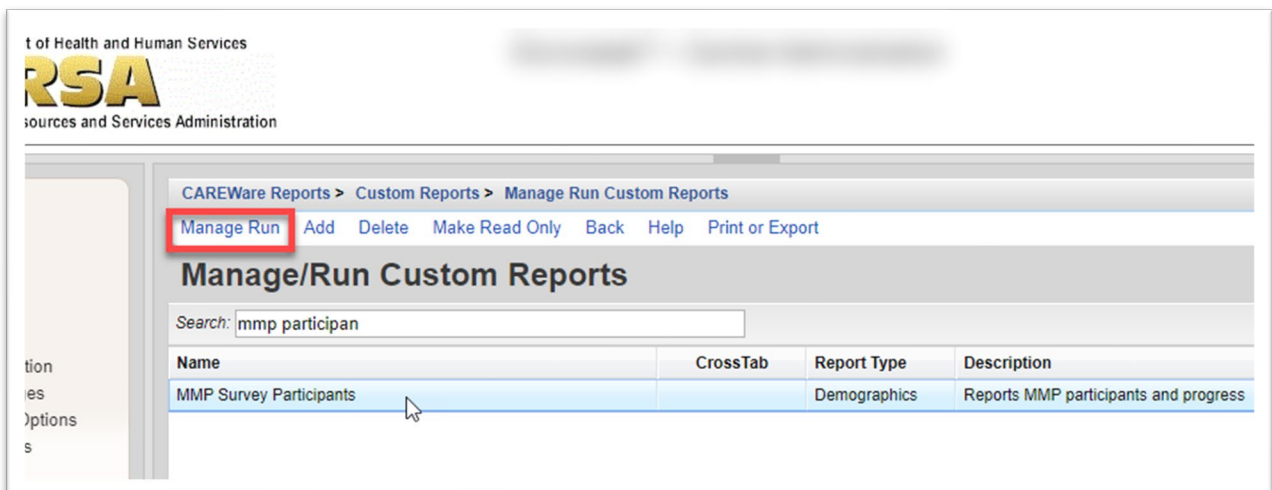
1. Log in to CAREWare from your MiLogin Account (for those with access to multiple agencies/providers, select the appropriate one). To the left of the screen, you'll see the CAREWare user menu (**Fig. 1a**). Select the [Reports](#) link.
2. This will take you to the **CAREWare Reports** main page (**Fig. 1b**). Select [Custom Reports](#). Once you've entered the Custom Reports page, choose [Manage/Run Custom Reports](#).



**Figure 1.**

3. You will see a list of all the available reports (**Fig. 2**). To narrow down the options, begin typing "**MMP Participants**". Once the desired report is visible, highlight it with the cursor and select [Manage Run](#).

*Please note due to high CAREWare user traffic, this search may take a few minutes to complete.*




**Figure 2.**


4. From the **MMP Survey Participants** page, select [Run Report](#).

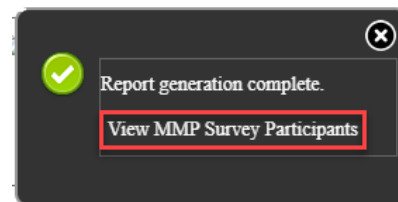
5. You are almost ready to run the report. Check the report's parameters. It should look like the screenshot below (Fig. 3):

Figure 3.

6. You'll find the report's parameters may need to be edited. To do this select [Edit Parameters](#). This will allow you to make the appropriate changes. Once you are done, select [Save](#).

7. To run the report, choose [PDF](#) (this option will allow you to easily download and/or print the report if needed). A text box with this  icon will appear in the top-right corner of the screen. This means the report is being generated. This may take several minutes.

8. When this  icon appears, it signals the report has been generated. Select the [View MMP](#)



- [Survey Participants](#) link in the text box (Fig 4).

Figure 4.

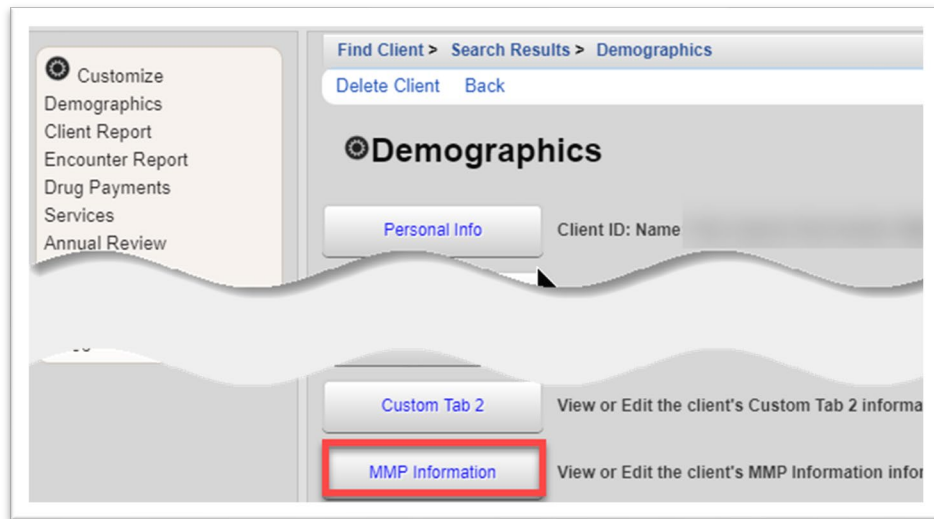
A PDF of the report will open in a new window (Fig 5). The report will include:

- the client's demographic information,
- if they were selected,
- if they declined to participate, and
- the date the survey was completed/declined.

Figure 5.

MMP Survey Participants						
Data Scope:		Ehars Import				
Report Start Date:		6/1/2021				
Report End Date:		CURRENT DATE				
Report Criteria:		Selected for 2021 Medical Monitoring Project () = Yes				
Last Name:	First Name:	DOB:	Gender:	Selected for MMP:	Client Declined:	Date Survey Completed/Declined:
Test	Lo-Fi	01/01/1970	Male	Yes	No	
Test	Space	01/01/1970	Male	Yes	No	06/15/2021
<div>Number of Records : 2</div> <div>(Count is unduplicated across providers)</div>						
* - Restricted Field						

You may also view this information from in the client's records by navigating to **MMP Information**. This button is found at the bottom of the Demographics page (**Fig 6**).



**Figure 6.**

If you see that your client has been selected for the MMP interview, but the survey has not been completed, please contact Jamilah Drakeford at **313.378.2831** facilitate a connection between your client and the MMP to discuss their potential participation. The interview lasts about an hour and the client receives a \$50 gift card at the end. This survey cycle will close on **April 15, 2022**.

Thank you, in advance, for your assistance in helping MDHHS obtain the highest response rate possible for this important work!

*If you need MMP team assistance, please contact Jamilah Drakeford at [DrakefordJ@michigan.gov](mailto:DrakefordJ@michigan.gov) or **313.378.2831**.*

*If you need CAREWare assistance, please contact Toyin Olumolade at [OlumoladeT@michigan.gov](mailto:OlumoladeT@michigan.gov) or **517.894.2475**.*